**Business Case for [Project Name]**

**Date**

**Prepared by:**

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| 1. **Introduction/ Background** |
| **2.0 Business Objective** |
| **3.0 Current Situation and Problem/Opportunity Statement** |
| **4.0 Critical Assumption and Constraints**  . |
| **5.0 Analysis of Option and Recommendation** |
| **6.0 Preliminary Project Requirements** |
| **7.0 Budget Estimate and Financial Analysis** |
| **8.0 Schedule Estimate** |
| **9.0 Potential Risks** |
| **10.0 Exhibits**  Exhibit A: Financial Analysis |